

United States Department of Agriculture



Natural Resources Conservation Service  
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*Helping People  
Help the Land*

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Transmitted via Email

June 27, 2006

MINNESOTA BULLETIN NO. 120-6-17

SUBJECT: ADS - INCIDENTAL MOTOR VEHICLE OPERATORS

Purpose. To provide policy for USDA partners to obtain U.S. Government Motor Vehicle Operator's Identification Card to operate NRCS vehicles.

Expiration Date. September 30, 2007

It is NRCS policy that ANYONE driving NRCS vehicles must complete Defensive Driving training every three years. Additionally, ANYONE operating an All-terrain vehicle (ATV) must also complete ATV training every three years.

Incidental operators including NRCS employees, USDA partners, volunteers, SWCD, etc. must request authorization to drive a government owned or leased vehicle from the Area Accountable Property Officer/ASTC or their designated representative/DC.

When driving an NRCS vehicle, non-NRCS operators must have in their possession an approved OF-346, U.S. Government Motor Vehicle Operator's Identification Card, before operating equipment such as a snowmobile, ATV, and any other motorized vehicles (vans, sedans, trucks).

All operators must submit a MN-PER-022, Request to Operate a Motor Vehicle and a MN-PER-015, Training Certification, documenting completion of Defensive Driving and/or ATV training through their local area channels (DC/ASTC) for approval/concurrence to obtain an approved OF-346. The area will ensure that the forms are completed properly and forward them to the state office, attention Human Resources. Once processed, approved cards will be returned to the respective area office.

Contact Charles Montgomery, State Administrative Officer at (651) 602-7875, if you have questions.

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WILLIAM HUNT  
State Conservationist

DIST: AE